

STATUS OF SATELLITE EXCHANGE

MONTH REPORTED

UNIT

LOCATION

LINE

PART I - ACCOUNTABILITY FOR AMOUNT ADVANCED

1	Cash on Hand	_____
2	Merchandise on Hand	_____
3	Merchandise Loss (Board of Survey attached)	_____
4	Total Exchange Fund Advanced	=====

PART II - ANALYSIS OF OPERATIONS

5	Merchandise on Hand (Beginning of month).	_____
6	Purchases	_____
7	Merchandise available for Sale (Line 5 + Line 6)	_____
	Less:	_____
8	Sale of Merchandise	_____
9	Losses of Merchandise (Same as Line 3)	_____
10	Total Sales and Losses (Line 8 + Line 9)	_____
11	Merchandise on Hand (Line 7 - Line 10 must equal Line 2)	=====

PART III - CERTIFICATION OF SE OFFICER

I CERTIFY that the status of the Satellite Exchange for which I am accountable is as stated above.

Date _____ Signature _____

PART IV - RELIEF OF SE OFFICER

As of _____ I have relieved:

as Satellite Exchange Officer and have accepted responsibility for the Exchange Fund advance as indicated in Part I above.

Signature of relieving SE Officer